

Step 7: Disciplinary Action System

Develop a strategy to determine the course of action after the occurrence of a moving violation or preventable crash. There are a variety of corrective action programs available; the majority of these are based on a system that assigns points for moving violations. The system should provide for progressive discipline if a driver begins to develop a pattern of repeated traffic violations or preventable crashes. The system should describe what specific actions will be taken if a driver accumulates a certain number of violations or preventable crashes in any defined period. A sample point system for moving violations is below.

Sample Point System

MOVING VIOLATION POINT SYSTEM

Serious Violations (7 points)

- Driving under the influence of alcohol or drugs
- Fleeing the scene of an accident or law enforcement
- Driving under license suspension or revocation
- Passing a stopped school bus
- Speeding in a construction zone
- 15 or more MPH above the speed limit

Minor Violations (4 points)

- From 10 MPH to 15 MPH above the speed limit
- Passing on the yellow line or through an intersection
- Running a red light
- Failure to obey traffic signals
- Tailgating

Minor Violations (2 points)

- Less than 10 MPH above the speed limit
- Failure to yield right of way
- Failure to provide proper signals

Step 8: Reward/Incentive Program

Develop and implement a driver reward/incentive program to make safe driving an integral part of your business culture. Safe driving behaviors contribute directly to the bottom line and should be recognized as such. Positive results are realized when driving performance is incorporated into the overall evaluation of job performance. Reward and incentive programs typically involve recognition, monetary rewards, special privileges or the use of incentives to motivate the achievement of a goal or to increase participation in a program or event.

Step 9: Driver Training/Communication

Provide continuous driver safety training and communication. Even experienced drivers benefit from periodic training and reminders of safe driving practices and skills. It is easy to become complacent and not think about the consequences of our driving habits. Training should include both classroom and behind-the-wheel training. Classroom training should include areas such as company policies, safe driving techniques and vehicle inspection. All training should be documented and placed in the employee's file upon completion.

Step 10: Regulatory Compliance

Ensure adherence to highway safety regulations. It is important to clearly establish which, if any, local, state and federal regulations govern your vehicles and drivers. These regulations may involve, but may not necessarily be limited to:

- Federal Motor Carrier Safety Administration (FMCSA)
- U.S. Department of Transportation (USDOT)
- National Highway Transportation Safety Administration (NHTSA)
- Federal Highway Administration (FHWA)
- Employment Standards Administration (ESA)